

14 June 1996

MEMORANDUM FOR See Distribution

Subject: Standard Operating Procedures for Contracting Officer Representatives and Project Team Leaders Assigned to USACE-wide Information Technology and Information Systems Modernization Contracts

1. Please find the enclosed Standard Operating Procedures (SOP) for Contracting Officer Representatives and Project Team Leaders Assigned to USACE-wide Information Technology and Information Systems Modernization Systems Contracts Managed by the Directorate of Information Management. It is provided for your use and future reference.
2. Thank you for your recent input regarding this SOP. Please note that your suggestions have been considered and incorporated in the attached, updated version of this SOP. Again, please remember that this SOP will be updated annually.
3. Point of contact for this SOP is the undersigned.

Encl

/s/
TONY BRUNNER
Chief, Management Information
Division

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**STANDARD OPERATING PROCEDURES
FOR CONTRACTING OFFICER REPRESENTATIVES
AND PROJECT TEAM LEADERS ASSIGNED TO
USACE-WIDE INFORMATION TECHNOLOGY AND
INFORMATION SYSTEMS MODERNIZATION CONTRACTS
MANAGED BY THE
DIRECTORATE OF INFORMATION MANAGEMENT**

Effective 17 May 1996

Revised 24 June 1996

1. **Directive.** All actions against contracts managed by the Directorate of Information Management such as new order awards, modification to existing orders, additional fund obligation, future scope of work preparation, and contractor proposal review, will be processed utilizing the procedures described below. The Directorate of Information Management's current sources which provide contractual support and related technical services for various USACE-wide Information Technology (IT) contracts are listed at Attachment 1.

2. **Standard Operating Procedures.** The following procedure will be used for all current and future projects:

a. **Contracting Officer Representative.** Each USACE-wide Information Technology contract will have a certified Contracting Officer's Representative (COR) appointed, by the Contracting Officer (KO), to assist the KO with administering the contract. The COR functions as a liaison between the KO and the Project Team Leader (the customer). COR functions are limited to the specific functions delegated to them by the KO and listed in writing within the contract. The COR is responsible, as the KO's agent, to oversee all contract activities and maintain COR contract-related files for their respective contracts. The COR shall maintain Contract Working Files for each contract containing the following items:

- A chronological summary, in the front of each contract, listing all pertinent dates, events and documents
- A copy of the contract
- Copies of the COR's training certificates, Appointment Letter(s) & qualification statements
- Copies of all related Correspondence
- Modifications to the contract
- Copies of all delivery orders
- Copies of the Statements of Work and Independent Government Estimates for each delivery order
- Copies of the acquisition request for each delivery order made by the requesting activity
- Copies of modifications to the delivery orders and the modification requests
- Copies of all related funding transfer documents

b. **Training Requirements for CORs.** Certification standards for managers and personnel involved in the management, use, or acquisition of information resources will be identified by the Director of Information Management. All CORs will successfully complete, as a minimum, the training courses listed below, to be considered qualified by KOs as Certified Information Technology CORs. CORs that are currently appointed must complete the minimum training within six months of the effective date this SOP, and provide copies of training certificates to the Chief of the Management Information Division, CEIM-I. The training courses are available from the Directorate of Information Management's Information

Technology Training Contract. A complete course catalogue is available on the Internet for these and other courses, at Internet address - <http://www.usace.army.mil/inet/functions/im/ima-training-poc.html>.

- Contracting Officer Representative for Information Technology Contracts, 16 Hours
- Administration of Information Technology Contracts, 24 Hours
- Federal Information Processing Resources Awareness Seminar, 32 Hours

Training listed above may be substituted by other contract-related courses if approved by the administering KO for that particular contract. Other courses that may be helpful/substituted (if approved by the KO) but not mandatory are:

- Contracting for Contracting Officer Representative, 80 Hours, (GSA or Army Logistics Management College courses)
- Ethics in Procurement, 24 Hours (GSA course)

c. **Statement of Work.** A narrative Statement of Work (SOW) for the project or task will be prepared by a **Project Team Leader (PTL)** who is intimately knowledgeable of the requirement. This SOW should describe, in detail, the specific technical requirements and the deliverables that are to be supported and produced by the contractor. Typical SOWs include: a. General Scope of Work, b. Contractor Tasks, c. Contractor Deliverables, d. References, e. Data Requirements, f. Government-furnished Property, g. Schedules and h. Miscellaneous. Milestones, restrictions, regulatory references, travel, or security requirements, and other pertinent information relative to the project, are to be included. If hardware or software is to be obtained for project support and is available as a Contract Line Item Number (CLIN) within the contract, those particular items are to be identified in the SOW. *If the contract being used does not provide for the acquisition of these items, they must be obtained using a separate contracting action in a timely manner so that contract performance is not impacted.* Large or complicated projects may need to define sub-tasks or phases which will make project management and quality assurance easier for the PTL. The final SOW must clearly describe the project scope and expectations in sufficient detail to allow the contractor to accurately interpret the requirement and propose the effort required. The SOW will be submitted to the COR for review. Direct coordination between the PTL and the COR will identify the total project requirements accurately and clearly in technical terms. The SOW will be prepared by the PTL as being representative of the requirement, the document annotated with the preparation date, the name of the preparer, and date reviewed, signed and dated by the PTL.

d. **Deliverables.** Each project, sub-task, or phase must have specific "deliverables." These deliverables may range from weekly project status reports that describe the actual effort expended by the contractor personnel to a deployed and operating system with full documentation. These will occur at predetermined milestones identified in the SOW, and they may be in the form of regular monthly status reports or narrative products. All deliverables including products purchased or developed by the contractor will be subject to a Quality Control/Quality Assurance (QC/QA) Action Plan. The PTL is responsible for the Technical Quality Assurance and verification of receipt of products and services. If the PTL is in a field office, products will be delivered to the PTL who would be responsible for Technical Quality Assurance and verification of receipt of products and services described in the SOW. All products, as well as all required deliverables, and all Government furnished equipment or products, are the property of the Government and must be delivered or returned to the Government prior to final invoice certification.

e. **Independent Government Estimate.** An Independent Government Estimate (IGE) must be prepared to determine the anticipated cost of the effort. PTLs located outside the HQUSACE area may use

E-Mail to coordinate with the COR to exchange information with regard to preparing the IGE. Labor Categories and Labor Rates for the selected contract will be provided to the PTL to facilitate the preparation of the IGE. Travel and Per Diem costs must be prepared in accordance with the Joint Travel Regulations (JTR) unless flat rates have been negotiated at the time of contract award. Invitational Travel Orders may also be issued to the contractor personnel by the PTL. Hardware, software, travel and other direct costs for each task or phase are included as a separate sub-total of costs. The costs for each sub-task or phase are then summarized as the project total. The IGE is an acquisition sensitive document, and must be marked **For Official Use Only (FOUO)** at top and bottom of each page. In addition, the PTL's supervisor will sign as the approver of the IGE. The approval signature verifies that the preparer used standard acceptable estimating procedures in the preparation of the estimate and that the estimate is representative of the requirement.

f. **Submitting SOW and IGE to the KO.** The SOW and the IGE with original signatures, including working papers, will be forwarded for coordination and signature approval to the KO by the COR.

g. **Funding.** Appropriate funding documentation must be used for contractual products, support and services. The original (signed) paperwork will be supplied to the KO with copies provided to the COR. Final decisions on appropriateness of funding type will be determined by the contracting activity's Resource Management Office and/or Finance & Accounting Office. Legal issues (determination of scope, bonafide need, etc.) will be coordinated between the contracting activity, local Finance and Accounting Office and the local Office of Counsel.

h. **Technical Review.** The COR will review the SOW and IGE. The COR will conduct a cursory review and make recommendations to the KO on matters related to SOW compliance with the contract scope. The COR will be responsible for verifying that all required documents are included, i.e. funds, IGE, SOW and Life Cycle Management of Information Systems (LCMIS) as necessary, prior to forwarding to the selected KO.

i. **Contracting Office Review.** Upon receipt of the SOW, the Contract Specialist and the KO will review the requirement documentation to validate that the Statement of Work is in compliance with the scope of the contract selected for support. The KO will make final decisions on appropriateness of scope for each task ordered against each contract. Upon completion of this validation, the KO will assign a delivery order number to the project, and will forward the SOW to the contractor requesting a cost proposal for the requirement.

j. **Technical Plan Submittal (Optional Requirement).** Upon receipt of the Contractor's proposal, if a Technical Plan is requested, the KO will forward one copy of that plan to the COR and PTL. The Technical Analysis will be returned to the COR for submission to the Contracting Office. If the Technical Plan is determined to be acceptable, the KO will be notified to proceed with final negotiations. These negotiations will be conducted by the KO or Contract Specialist, and may include input from the COR and/or PTL.

k. **Award of Order.** Upon completion of the business clearance process and conclusion of negotiations (if required), the KO will sign the DD-1155 (DD form 1155, Order for Supplies or Services) and issue it to the contractor. The KO's signature action allows the contractor to start project related activities. **The KO is the only Government Official that is authorized to obligate Government resources.**

3. **Acceptance and Payment.** When the contractor is preparing to invoice for products and/or services, a DD-250 receiving report (DD form 250, Material Inspection and Receiving Report) and the corresponding deliverable report indicating the products and services produced and delivered during the invoice period must

be provided to the PTL. If all stated products and services are accurate, the PTL is to indicate acceptance in Block 22 of the DD-250, verifying all products and services received during the invoice period are representative of the requirement contained in the SOW. Discrepancies will be resolved by the KO or the Contract Specialist prior to acceptance by the PTL. Once the PTL signs the DD-250, the form is forwarded to the COR for coordination. To the extent possible, the COR will validate that the products and services have been received, and sign the DD-250 in Block 21b. This certified DD-250 will be forwarded by the COR to the appropriate Finance and Accounting Office for payment. The Contractor can now invoice the Finance and Accounting Office for payment. It is highly recommended the COR regularly review the status of open delivery orders to ensure deliveries and receiving report documentation are forwarded in a timely manner to preclude late penalties on contractor invoices.

4. **Property Accountability.** Accountable property ordered from USACE contracts will be shipped directly (Freight on Board) to the USACE Logistics Office and registered on the property books of the USACE organization that funded the order.

5. **Modifications to Orders.** Modifications to the Statement of Work are required when there is a change in scope, the deliverable being produced, or the delivery/completion date of the order is to be extended. These modifications are to be initiated through the same channels as the original SOW. The contractor will perform the work and produce the deliverables only as identified in the SOW that is attached to the DD-1155 issued by the KO. **The PTL may not request or authorize the contractor to deviate from the SOW as issued by the KO. The KO is the only Government Official that is authorized to modify or amend an order and obligate Government resources .**

6. **Task Force Review.** There will be a task force consisting of the KO, the Chief of the Management Information Division, CEIM-I, and the specific PTL to review Statements of Work or Delivery Orders for conformance with acquisition regulations and the above described procedures. The task force will actively review these project requirements on an agreed upon schedule. The COR will periodically perform On-Site Reviews relative to activities under their control.

7. Point of Contact for this Standard Operating Procedure is the undersigned.

/s/
TONY BRUNNER
Chief, Management Information
Division

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CONTRACT PROCESS POINTS OF CONTACT

Contract No. DACW69-93-D-0025 - Message Authentication Code-based (MAC) Electronic Signature System, Electronic Signature Hardware and Software for CEFMS.

Contractor: Litronic Information Systems

COR: Nerene Rouse - Phone: 202 - 761-1608

Contracting Office: Huntington District

Contract No. DACW69-96-D-0018 - Information Resource Management (IRM) Training, and Information Mission Area (IMA) Training.

Contractor: DataTrac Financial Services, Inc.

COR: Jim Otto: Phone: 202 - 761-1291

Contracting Office: Huntington District

Last Update 14 January 1997, CEIM-I